

AGENDA

Kick-off Meeting of Small Air Transport – Roadmap – FP7 CSA Project

Date: 12th and 13th January 2011

Location: Room E, Institute of Aviation, Al. Krakowska 110/114, 02-256 Warsaw, Poland

Contact: Krzysztof Piwek, mobile phone +48 501 244 004

12th January 2011 – Wednesday

10:30 Registration, coffee

11:00 Welcome and introduction

- **Wojciech POTKAŃSKI (IoA – Scientific Manager)**

11:15 Project overview (Objectives, WorkPackages/Tasks, Deliverables and Responsibilities)

- **Krzysztof PIWEK (IoA – project Coordinator)**
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11:45 Coffee break

12:00 WP and Task overview (Main Ideas, Detailed Objectives, Predecessors, Successors, Deliverables, Important notes)

WP Managers, Task Leaders, Contributors (30 minutes for each WP):

- **WP1 – Small Air Transport System – Common Vision and Technological Requirements (CIRA)**
 - **Marcello AMATO (CIRA) – WP1 and T1.1, T1.3**
 - **Isabelle LAPLACE (M3S) / Stefaan Ghijs (ALS) – T1.2**
 - **Jiri DUDA (EVEKTOR) – T1.4**
 - **WP2 – Business case based on business models (DUT)**
 - **Richard CURRAN / Stefaan GHIJS (DUT) – WP2**
 - **Daniel ROHACS (BUTE) / Stefaan Ghijs (ALS) – T2.1**
 - **Stefaan GHIJS (ALS) – T2.2, T2.3**
 - **WP3 – Roadmap (IoA/AD)**
 - **Adriaan de GRAAFF (AD) – WP3, T3.1, T3.4**
 - **Bartosz DZIUGIEŁ (IoA) – T3.2**
 - **Catalin NAE (INCAS) – T3.3**
 - **WP4 – Capabilities (EVEKTOR)**
 - **Jiri DUDA (EVEKTOR) – WP4, T4.1, T4.3**
 - **Catalin NAE (INCAS) – T4.2**
 - **The merit content of the project – discussion**
 - **Consortium Partners – moderated by Adriaan de Graaff**
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14:00 Lunch in time above session

16:00 Next steps – **Krzysztof PIWEK (IoA)**

Individual transfers to hotels, orders for taxi on request

18:30 Bus starts from Witkowski hotel via hotels to “Bazyliszek”

19:00 – 21:30 Contractors integration meeting in “Bazyliszek” restaurant in the Warsaw Old Town



13th January 2011 – Thursday

9:00 Environment of Small Air Transport – discussion

- **Claude Le TALLEC – PPlane status and links**
 - **Consortium Partners – moderated by Zbigniew WOŁEJSZA – Towards to Future Air Transport System; EREA, ARG, ACARE – positions, SRA next**
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10:30 Coffee break

10:45 Project Management and Communication; Project Reporting

- **Andrzej IWANIUK (IoA – project Administrator)**

11:15 Project Management Committee – review of issues to be solved (ie. Consortium Agreement, etc.)

- **Consortium Partners**

11:45 Institute of Aviation Tour

13:00 Lunch

13:45 Conclusions, Remaining Matters (next meeting, etc),

- **Krzysztof PIWEK (IoA – project Coordinator)**

14:00 End of the kick-off meeting

Until departure of the Guests – discussion on a particular SAT-rdmp subjects – as needed.

Orders for taxi on request (form for taxi will be circulated)